**Entrepreneurship, Strategy and Information Systems Department**

**College of Business**

**Florida State University**

**Revised and Approved by a Majority of the Department Faculty**

**February 12, 2014**

**Departmental Bylaws**

**Faculty Membership and Voting Privileges**

The faculty of the Entrepreneurship, Strategy and Information Systems Department shall consist of those persons holding full-time rank of Teaching I, II and III, assistant professor, associate professor or professor in the department.

The voting membership of the department is defined as all full-time members of the faculty. Unless specifically stated otherwise herein, the Department Chair is an ex-officio (nonvoting) member of all Department committees. The Chair may cast the deciding vote in the event of a tie vote among committee members.

Faculty may amend these bylaws at any meeting of the department faculty by a majority vote conducted by secret ballot where a quorum is present. The proposed amendments shall be submitted to each member of the faculty at least two weeks prior to the meeting at which voting is to occur.

**Jurisdiction**

The faculty shall be the basic legislative body of the department. Subject to the Constitution of the University, the rules of the Board of Trustees, and the policies of the College of Business, the faculty shall determine the bylaws, policies, requirements, curricula, and course offerings for the academic programs within the department.

The faculty may reflect and deliberate any issue of general interest to the University, College, or Department and make recommendations to the appropriate officer or body. The faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the University website (<http://provost.fsu.edu.sacs>).

**Department Meeting**

The faculty shall meet at least once in each of the fall and spring semester terms at the call of the Department Chairperson. The purpose of these meetings is for the Department Chairperson to inform the faculty of the status of the department’s affairs and for the faculty to request information from the Department Chairperson and inform the Department Chairperson of important issues or concerns. The Department Chairperson, or his or her designee, shall be the presiding officer of this meeting.

Special sessions may be held at the call of the Department Chair or at the written request of at least four members of the faculty. At the request of any voting member, Robert's Rules of Order shall be invoked.

One-half plus one of the voting members shall constitute a quorum at any regular or special meeting.

Unless specifically stated herein, decisions shall be made by a majority vote of the faculty conducted by voice vote, letter ballot, or e-mail ballot.

**Department Organization and Committees**

The department is organized into three curricular groups:

1. Entrepreneurship (ENT),
2. Strategy (STR) and
3. Information Systems (ISM).

The Department Chairperson is the chief administrative officer in the Entrepreneurship, Strategy and Information Systems department. The Department Chairperson is appointed by the Dean in consultation with the department faculty and serves at the Dean’s pleasure. However, the departmental norm is that the Department Chairperson serves 3-year terms. Renewal is not automatic. Faculty may initiate a vote of no confidence in the Department Chairperson if one-half plus one of the faculty certify that such a vote is called for. The Department Chair is evaluated by the Dean of the College of Business for purposes of annual evaluation.

The Chair will consult with the proper committees on such matters as appointments, selection of new faculty, promotion and tenure recommendations, salary adjustments, curriculum, and general questions concerning allocation of departmental resources. The Chair may cast the deciding vote in the event of a tie vote among committee members.

Department Chairperson responsibilities include:

a) Scheduling classes

b) Evaluating faculty (including merit pay increases when available)

c) Budgeting

d) Staffing departmental committees

e) Outreach and development (fund-raising)

f) Student relations (including student complaints)

g) Managing departmental staff

h) Managing re-accreditation efforts

i) Other ad hoc duties necessary to maintain the department’s operations

The following standing committees shall be established and empowered. Each of the committees shall meet at least once during the academic year and decisions of these committees are the responsibility of faculty members.

**Entrepreneurship Program Curriculum Committee**: This committee consists of all faculty having assignments within the program. A committee chair shall be selected by majority vote of the committee membership.

This committee is responsible for the review and oversight of the undergraduate and minor program curricula. The committee is responsible for instituting curriculum changes involving the creation, deletion, and modification of requirements for majors, degree programs and certificate programs. This includes establishing, reviewing and assessing learning goals and reporting outcomes.

Minutes of the committee meetings shall be maintained by the committee and filed with the department.

**Strategy Program Curriculum Committee**: This committee consists of all faculty having assignments within the Strategy program. A committee chair shall be selected by majority vote of the committee membership.

This committee is responsible for the review and oversight of the undergraduate and graduate Strategy program curricula. The committee is responsible for instituting curriculum changes involving the creation, deletion, and modification of requirements for majors, degree programs and certificate and/or specialization programs. This includes establishing, reviewing and assessing learning goals and reporting outcomes.

Minutes of the committee meetings shall be maintained by the committee and filed with the department.

**Information Systems Program Curriculum Committee**: This committee consists of all faculty having assignments within the Information Systems area. A committee chair shall be selected by majority vote of the committee membership.

This committee is responsible for the review and oversight of the undergraduate and graduate Information Systems (ISM) curricula. The committee is responsible for instituting curriculum changes involving the creation, deletion, and modification of course requirements. This includes establishing, reviewing and assessing learning goals and reporting outcomes.

Minutes of the committee meetings shall be maintained by the committee and filed with the department.

**Promotion & Tenure, Evaluation, and Merit (Tenure Track):** This committee consists of three full-time tenure-track faculty members, with one from each of the curricular areas (if possible). Members of the Promotion & Tenure committee are elected by the tenured and tenure-track faculty, with the provision that a majority of the committee members must be tenured. The chairperson of the committee is the tenured faculty member receiving the most votes. The chairperson also serves on the College Promotion &Tenure committee automatically.

In addition to their role played in tenure and promotion cases, the Promotion & Tenure committee is also responsible for conducting annual peer evaluations, peer teaching evaluations, sustained performance reviews and providing merit recommendations of the department tenured and tenure-track faculty each year. These evaluations result in a letter to the tenured and tenure-track faculty members and to the Department Chairperson, and they are independent of the Department Chairperson’s own annual evaluations.

Evaluations shall be conducted consistent with the evaluation criteria and procedures of the University, the College, the Department and the UFF-FSU Collective Bargaining Agreement.

Tenured and tenure-track merit will be determined in accordance with University policy and College guidelines. Additional department guidelines may be added, but not in contradiction to University and College.

**Promotion, Evaluation, and Merit (Specialized Faculty):** This committee consists of three full-time specialized faculty members, with one from each of the curricular areas (if possible). Members of the Promotion committee are elected by the specialized faculty. The chairperson of the committee is the faculty member receiving the most votes.

The Promotion committee is also responsible for conducting annual peer evaluations, peer teaching evaluations, sustained performance reviews and providing merit recommendations of the department non tenure-track faculty each year. These evaluations result in a letter to the specialized faculty members and to the Department Chairperson, and they are independent of the Department Chairperson’s own annual evaluations.

Specialized faculty with a primary appointment in one of the department’s Centers shall be provided an evaluation by the Center Director for purposes of annual evaluation. All evaluations must contain a narrative explanation attached to the evaluation summary. This evaluation will result in a letter to the specialized faculty members and to the Department Chairperson, and this evaluation is independent of the Department Chairperson’s own annual evaluations.

Evaluations shall be conducted consistent with the evaluation criteria and procedures of the University, the College, the department and the UFF-FSU Collective Bargaining Agreement.

Merit for specialized faculty will be determined in accordance with University policy and College guidelines. Additional Department guidelines may be added, but not in contradiction to University and College.

**Ad Hoc Committees**: Additional committees can be formed by the Department Chairperson as needed.

**Summer Teaching**

Summer teaching assignments will be based on (1) the summer teaching budget allocated to the department; (2) the course needs to facilitate the department’s programs and accommodate student demand; and (3) faculty availability. Before making summer teaching assignments, the department Chair will consult with each faculty member about his or her desire to teach and their expectations regarding their other summer appointments (e.g., internally- or externally-funded teaching, research or service appointments).

Every effort will be made to give summer teaching assignments to those desiring to teach. Doctoral students who have completed their first academic year in residence will be expected to carry a summer teaching load, unless a teaching or research assistantship is deemed to be in the best interest of the student and/or the program.

Priority for summer teaching assignments will be given first to faculty who have not taught in the summer in recent years (but were otherwise eligible); second to non-tenure track faculty; and third to those who do not have other internally-funded summer financial support (e.g., COFRS grants, Panama City courses, International Programs, or other internal service or research assignments). Priority within the third category will be made relative to the level of internal funding received—those with less funding receive higher priority.

Faculty who have developed, or more recently redeveloped, an online undergraduate or graduate program course will be offered the first option to teach the course if it is required to be offered during the summer.